

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 14-279T OPENING DATE: 26-Jun-2014 CLOSING DATE: 10-Jul-2014

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
HUMAN RESOURCES ASSISTANT, GS-0203-07, TCD1053000, E1-E6

APPOINTMENT FACTORS:	OFFICER <input type="checkbox"/>	WARRANT OFFICER <input type="checkbox"/>	ENLISTED <input checked="" type="checkbox"/>
SALARY RANGE:	SUPERVISORY <input type="checkbox"/> MANAGERIAL <input type="checkbox"/>		
\$40,071.00-\$52,092.00 PA	NON-SUPERVISORY/NON-MANAGERIAL <input checked="" type="checkbox"/>		

LOCATION OF POSITION:
ARIZONA NATIONAL GUARD, HUMAN RESOURCES OFFICE (HRO), PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air/Army National Guard (All Units) and must possess the following MOS/Branch:

ARMY: 42A

AIR AFSC: 3D031/3S031

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Air/Army National Guard.** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Open to applicants in the grade of E1-E6.

NOTE: Applicants must possess a SECRET level or higher security clearance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of and skill in applying a comprehensive body of military HR rules, procedures, and technical methods to perform operation in an operating military human resources office responsible for administering the AGR program which involves conducting continuing analysis and evaluation of the training program's effectiveness in meeting established training and career development goals and surveys or studies of activities/units to ensure AGR personnel are being utilized in accordance with NGB policies.
2. Extensive and detailed knowledge of regulations, policies, procedures, and programs relating to development of careers of AGR personnel is required
3. Knowledge and seasoned judgment are required to ensure best qualified AGR personnel are identified for military assignments and training to meet needs of military organizations and enhance the careers of AGR personnel.
4. Skill in oral and written communications.
5. Skill in interpersonal relationships and customer service.
6. Ability to deal with all levels of the chain of command.

SPECIALIZED EXPERIENCE: Must have 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

BRIEF JOB DESCRIPTION: This position is located in the Human Resources Office. Its purpose is to provide the full range of to ARNG AGR personnel within the state. Implements a career management program that ensures maximum career opportunities for qualified AGR personnel while ensuring proper fill of positions at all levels. Determines vacancies, which may be filled by on-board members in support of upward mobility or advertised for recruitment. Provides advice and assistance to AGR personnel, supervisors, and managers on identifying training needs in accordance with the Professional Development Program (PDP). Provides guidance to supervisors in planning job-related career development activities for AGR personnel. Advises AGR personnel on self-development activities and explains eligibility requirements and regulatory requirements. Makes recommendations regarding training priorities. Establishes training data based for all AGR personnel. Monitors the compliance of the PDP. Establishes and maintains training files. Updates the AGR career development plan. Conducts annual survey to identify training needs and to develop input for the FY budget. In doing so, considers such factors as turnover rates, MOS requirements, military education requirements for promotion, and special needs relative to regulatory changes, maintaining currency in a career field, mission changes, and new equipment training. Ensures that continuation boards are conducted in a timely manner. Provides recommendations on the disposition of unusual cases such as whether or not certain schools meet PDP requirements when established guidance is not clear, or whether to extend tours for one or three years. Conducts continuing analysis and evaluation of the training program's effectiveness in meeting established training and career development goals. Conducts surveys or studies of activities/units to ensure AGR personnel are being utilized in accordance with NGB policies. Coordinates with Plans and Operations Training Office (POTO), Military Personnel Management Office (MILPO), and Military Personnel Flight (MPF) to locate and use resources to meet identified training needs. Performs as conference leader for courses and briefings conducted by the AGR section. Gathers pertinent information on the effectiveness of the AGR force in accomplishing the required mission, functions and tasks. Recommends changes to appropriate managers, supervisors and Chief of the Military Duty (AGR) Management Branch.

Monitors the military performance evaluation program for all AGR personnel to ensure rating schemes established by MPMO/MPF are in accordance with appropriate regulations. Performs other duties as assigned.

SELECTING OFFICIAL: Captain Alan Carrico COMM: 602-629-4810
